

Pyramid ***TimeTrax*** *mobile*

Time and Attendance System



IMPORTANT
Software must be fully installed
PRIOR to connecting the
hardware.



SERIAL/USB

QUICK START GUIDE

QUICK START GUIDE

Pyramid TimeTrax Mobile

SERIAL/USB MODEL

**SOFTWARE MUST BE FULLY INSTALLED PRIOR
TO CONNECTING ANY TERMINAL CABLES**

WHAT'S IN THE BOX?

- Pyramid TimeTrax time recorder
- AC Power supply
- TimeTrax Software CD
- Quick Start Guide
- 7' communication cable with RJ45 connectors on both ends
- Diagnostic (loop-back) plug – DO NOT DISCARD – *Save for future use.*
- RJ45 to 9-pin (DB9) serial port adapter
- USB interface with standard RS232 adapter
- Employee Swipe Cards

MINIMUM SYSTEM REQUIREMENTS

- PC with a Pentium® class or faster processor
- 128 megabytes of RAM
- Either: 9-pin (DB9) serial port or USB port
- 1 gigabyte of free space on the system's hard drive
- Windows® XP, 2000, NT or Vista
- Printer (if hard copy reports are desired)

CUSTOMER SERVICE PHONE NUMBER
(888) 479-7264

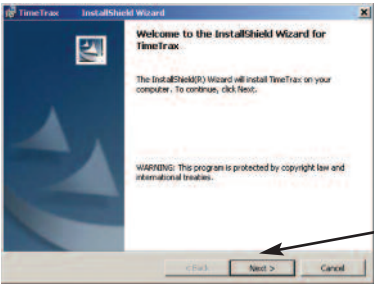
NEED TO PLACE AN ORDER?

*For cable extensions and other supplies,
call Pyramid Technologies, LLC at:*

(888) 479-7264

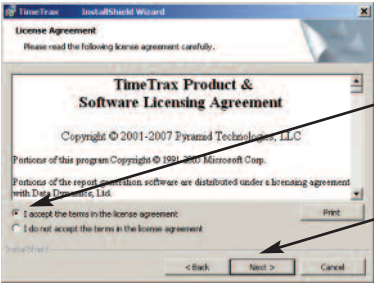
INSTALLING THE SOFTWARE

NOTE: Prior to installing the software, it is recommended that you disable all anti-virus and firewall software so it does not interfere with the installation. It can be turned back on immediately after the installation.



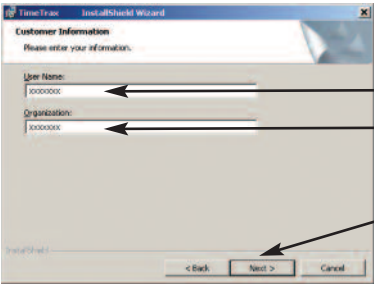
Place the Pyramid TimeTrax Software CD into your PC. The software will AUTORUN. You will then see the below setup screens. Follow the onscreen instructions.

Click NEXT to continue

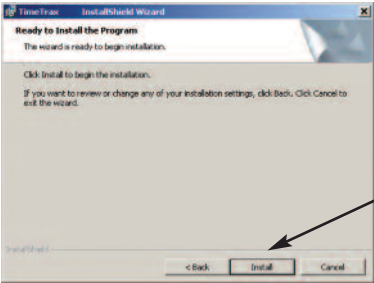


Accept licensing agreement and click NEXT to continue

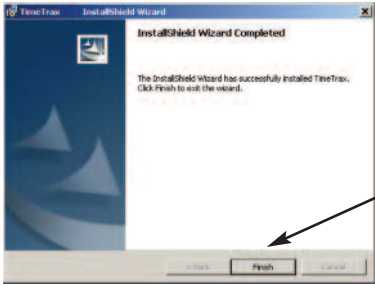
Click NEXT to continue



Enter a User Name and Organization (optional) and click NEXT to continue



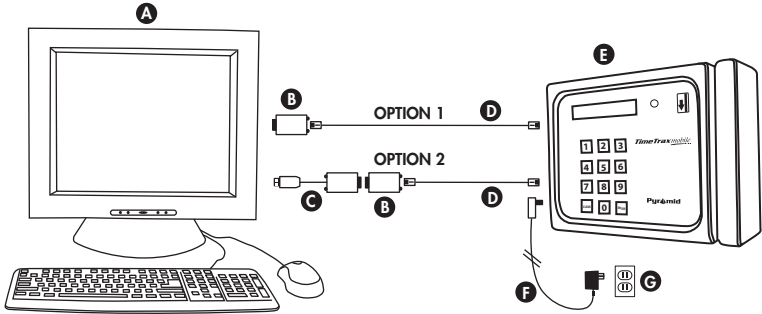
Click INSTALL to begin installation



When installation is complete, click FINISH and Restart your computer.

You are now finished installing the Pyramid TimeTrax software onto your PC. We highly recommend restarting your computer before you proceed.
NOTE: Do not continue using the software until the terminal(s) is completely connected with all cables and power supply.

CABLE INSTALLATION



PARTS REFERENCE

- | | |
|---|---------------------------------------|
| A Central PC | E TimeTrax Terminal (included) |
| B RJ45 to 9-pin (DB9) Adapter (included) | F AC Power Supply (included) |
| C USB to RS232 Adapter (included) | G Wall Power Outlet |
| D 7' RJ45 Communication Cable (included) | |

TWO AVAILABLE OPTIONS FOR CONNECTING THE PYRAMID TIMETRAX SERIAL/USB TERMINAL TO YOUR CENTRAL PC

OPTION 1: PC HAS an available open Serial 9-pin (COM) port. Connect the AC power supply (Fig. F) to a standard wall power outlet (Fig. G) and to the TimeTrax terminal (Fig. E). Connect the white RJ45 communication cable (Fig. D) to the RJ45/DB9 adapter (Fig. B). This will then connect to the back of your PC. (Fig. A)

OPTION 2: PC DOES NOT HAVE an available open Serial 9-pin (COM) port -or- only equipped with a USB port. Connect the AC power supply (Fig. F) to a standard wall power outlet (Fig. G) and to the TimeTrax terminal (Fig. E). Connect the white RJ45 communication cable (Fig. D) to the RJ45/DB9 adapter (Fig. B) and then connect the RS232/USB adapter (Fig. C) to the back of your PC. (Fig. A)

Please restart/reboot your PC before continuing with the instructions.

CHARGING THE BATTERY

Note: The TimeTrax Battery must be charged for 4 hours before first time use.

Connect the AC Power to a 115-volt electrical outlet and the other end to the TimeTrax Mobile charge port. During the charging process, the charge light displays a constant green. Fully charged, the TimeTrax Mobile battery life is 50 hours. The Sleep Mode offers battery conservation by automatically shutting off after 15-minutes of non-use allowing longer periods between recharges. Pyramid recommends frequent recharging.

When the TimeTrax Mobile is in Sleep Mode and an employee needs to swipe, the On/Off switch needs to be turned off and then back on to bring the unit back into ready mode. Sleep Mode does not move the switch to the OFF position *but it shuts down the power as if it did.*

If the battery runs low, the TimeTrax display will indicate **LOW BATTERY**. If operation of the time recorder continues and the battery continues to drain, the display will flash **CHARGE BATTERY** and will shut off after 10 seconds of flashing. However, punches/data will not be lost.

USING THE CAR CHARGER

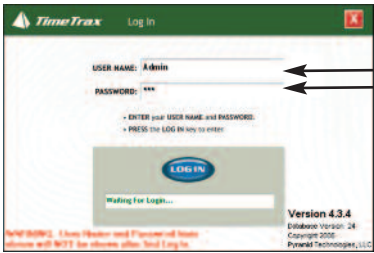
The Pyramid TimeTrax Mobile offers an Automotive Adapter/Car Charger (Pyramid Part Number 42180) as an optional accessory to charge your battery on the go. Simply plug one end of the car charger into the TimeTrax Mobile charge port and the other end into the car's 12-volt accessory power outlet/cigarette lighter for an instant charge. As with a 115-volt electrical outlet charge, Pyramid recommends frequent recharging.

LOGGING INTO THE SOFTWARE FOR THE FIRST TIME



Double click the Pyramid TimeTrax ICON placed on your desktop to begin

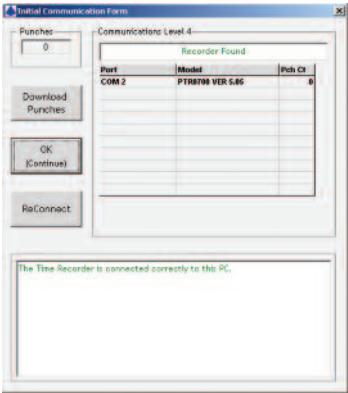
LOGGING INTO THE SOFTWARE FOR THE FIRST TIME



When the program is launched, you are presented with the LOGIN screen shown. The temporary User Name is “Admin” The temporary Password is “PTI”. PTI is case sensitive and must be entered as directed. Enter this information and click the LOGIN button in the center of the screen.

If the recorder is connected correctly, the Initial Communication Form will appear with the message “Recorder Found”. If not, check your cable connections as per the installation diagram and click the ReConnect button.

At this point, the Reference Guide and online software wizards will walk you through steps to get you up and running. They will also teach you how to set the time and date on the terminal, create your employee database, print reports and manage your time and attendance.



USING THE SOFTWARE AND REFERENCE GUIDE

The “**Reference Guide**” can be accessed and printed from the Log In screen as well as the software toolbar by selecting the ICON below. You may also locate the Reference Guide from the software by selecting Help and Reference Guide or by accessing our website <http://pyramidtechnologies.com/ProductManuals/default.asp>.



Click the “**Reference Guide**” ICON to open the electronic PDF file of the Software Users Guide. You will see complete steps and full directions on how to use the Pyramid TimeTrax Software. The guide is always available on the software screen toolbar. In addition, you can print this file out or save it to your PCs hard drive. *Note: Adobe PDF Reader is required to view the reference guide and can be downloaded from <http://www.adobe.com>.*

USING THE TIME RECORDER

The Pyramid TimeTrax Mobile Time Recorder is powered by battery and can easily be moved from job site to job site so your Time Recorder is where your employees are! For employees traveling between multiple job sites, employees can swipe in at one location and swipe out at an entirely different one using the same card! Punches from each clock can be downloaded into the software one at a time or simultaneously using the Pyramid Multiplexer (*sold separately*).

USING EMPLOYEE SWIPE CARDS

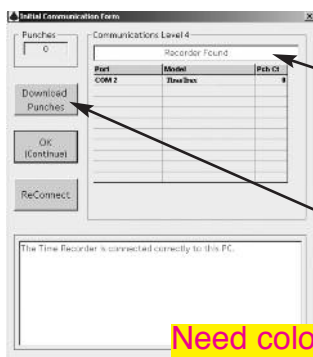
1. Insert the employee card at the top of the slot on the right side of the time recorder. The card must be held with the magnetic stripe to the right and the card firmly in the slot.
2. Rapidly pull the card down through the slot. If the employee number is successfully read, the time recorder will beep and the card number will be displayed briefly on the screen.
3. Keypad entry of employee numbers can be done in lieu of employee cards.



DOWNLOADING PUNCHES

Single TimeTrax Mobile Unit:

Connect the hardware as shown in the Cable Installation Instructions. Once connected, open software and from the Initial Communications Form, verify that the recorders are found and select the Download Punches box. If you have multiple terminals, each terminal will have to be connected, one-at-a-time to download the punches.



Successful Connection

Select Download Punches

Need color screen
Did not receive



45 Gracey Ave., Meriden, CT 06451
www.ptitime.com